

EDITED TASK LISTING

CLASS: Research Manager II (General)

NOTE: Each position within this classification may perform some or all of these tasks.

1.	Plan operations of the Estimates and Statistical Analysis Section to produce departmental statistical reports, population projections, bill analyses, and respond to special requests regarding prison and parole population or samples using various resources (e.g., procedure manuals, the Offender Based Information System, mainframe and personal computers) on a daily basis under the direction of the Staff Services Manager III.
2.	Determine appropriate civil service classifications, levels, and positions needed to ensure overall operations are performed accurately and efficiently using various resources (e.g., knowledge, civil service specifications, manuals, policies and procedures), as needed and/or upon request.
3.	In accordance with departmental fiscal policy, participates in the management of the Estimates and Statistical Analysis Section budget by monitoring, tracking and prioritizing expenditures to ensure fiscal responsibility.
4.	Applies departmental standards and directives in the preparation of BCS/BCP as they apply to the Estimates and Statistical Analysis Section, as needed.
5.	Establishes goals for the Estimates and Statistical Analysis Section to assist the Department to fulfill its mission by providing reliable, relevant and timely information utilizing various resources (e.g., knowledge, policies and procedures), as needed and/or upon request.
6.	Direct operations of the Estimates and Statistical Analysis Section to produce departmental statistical reports, population projections, bill analyses, and respond to special requests regarding prison and parole population or samples using various resources (e.g., procedure manuals, the Offender Based Information System, mainframe and personal computers) on a daily basis under the direction of the Staff Services Manager III.
7.	Consults with managers, employees, control agencies, and others on varied and/or sensitive/complex matters to ensure that the products help to meet overall departmental goals, resolve issues, provide information, options and/or recommendations using various resources (e.g., interpersonal skills, knowledge of departmental operations, data analysis skills), as needed and/or upon request.
8.	Oversees the development of data collection methods to produce statistical reports and assist in bill analysis using various resources (e.g., computer software programs, knowledge of departmental operations, scientific methods), as needed and/or upon request.
9.	Conduct analyses on complex matters (e.g., legislative bills, propositions, policies and programs, court decisions) to provide information about their potential impact on the Department, options, and/or recommendations using various resources (e.g., knowledge, policies and procedures), as needed and/or upon request.

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10.	Review and approve all products/procedures of the section (e.g., statistical reports, population projections, bill analyses, propositions, court decisions, databases) to ensure reliability, accuracy and timeliness using various resources (e.g., knowledge, policies and procedures, manuals), as needed.
11.	Consult with departmental administrators, including the Legislative Liaison's Office, control agencies and others outside the Department to develop and defend prison and parole population estimates, using various resources (e.g., knowledge, interpersonal skills, statistical skills), as needed and/or upon request.
12.	Presents to management, control agencies, and employees, products prepared by the Estimates and Statistical Analysis Section to provide information, recommendations, and/or options, utilizing various tools, equipment and aids, as needed and/or upon request.
13.	Train staff to improve their skills and knowledge using various methods (e.g., classroom, on the job, mentoring) as required for the performance of their job.
14.	Provides guidance to staff in their work assignments to ensure proper and efficient use of resources using various tools, equipment, aids and/or processes (e.g., knowledge, manuals, procedures), as needed and/or upon request.
15.	On an on-going basis, evaluates employee performance to ensure performance objectives/standards are met by monitoring work assignments and behaviors as required by the State Personnel Board.
16.	Provides verbal and written feedback to employees regarding their performance, and assists the employee in preparing a plan for improvement and/or future development through the use of the Individual Development Plan (IDP) and Review of Performance (ROP), as required by the State Personnel Board.
17.	In accordance with State Personnel Board Rules and Regulations, facilitate the hiring process by conducting interviews, evaluating and selecting candidates to fill identified vacant position(s).
18.	Initiates and/or participates in the Progressive Disciplinary process to correct/improve employee performance/behavior or address issues of substandard performance in accordance with State Personnel Board Rules and Regulations and departmental policy, as needed and/or upon request.
19.	Carries out supervisory responsibilities in the work place with regard to department-wide mandates concerning Equal Employment Opportunity (EEO), Americans with Disabilities Act (ADA), and other personnel practices as defined by regulatory agencies and established guidelines/policies.
20.	Prepares effective written products for the Department utilizing various tools, equipment, aids, and or processes, as needed and/or upon request.